

PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Philip Morris Companies Inc.
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RECORDS MANAGEMENT PROGRAM QUESTIONNAIRE

TO: HUNTON & WILLIAMS
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Post Office Box 1535
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FROM: Name: Roseann Gheller

Title: Supervisor Receptionists

Department: Headquarters Services

Division/functional area: Security/Reception

Immediate supervisor
and title: James Wegman
Manager Security

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DEFINITIONS

RECORDS - Any generated or received paper, book, photograph, microform (microfilm or microfiche), map, drawing, chart, card, magnetic tape or other computerized information, or any copy or printout thereof. Records include not only official files, central files, and stored files, but also all records relating to the Company's business regardless of their physical location, including records kept in your desk, credenza, home, car, etc.

RECORD CATEGORY - Any group of related records which are normally used and filed as a unit and permit evaluation as a unit for purposes of setting retention periods. A record category is not necessarily a file folder title. Good examples of record categories are: Purchase Orders; Budgets; Performance Appraisals; Status Reports; Managers' Meetings. Exhibit A is a list of some commonly used categories.

PLEASE COMPLETE THE FOLLOWING FULLY AND CAREFULLY:

1. Exhibit B is the records retention schedule which is meant to apply to your department's records. If you believe a different retention schedule applies to your area, please attach a copy of such schedule. If your department uses a method other than a formal retention schedule to determine how long records should be kept, please describe this method and provide copies of all relevant materials.

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2. Please list all categories of records currently maintained by your department in its office area or on-site. Provide the record category name, the approximate chronology (or year of the earliest dated document in the category), the retention period, and how the retention period is determined (for example, by a records retention schedule, through general office practice or routine, etc.). Make additional copies of this page if necessary.

CURRENT DEPARTMENT RECORDS CATEGORIES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Purchase Requisitions	1988	C+2	G.O.P.
General Correspondence	1988	C+2	G.O.P.
Vouchers	1988	C+2	G.O.P.
Staff Meeting Minutes	1989	C+1	G.O.P.
Orientation Lists	1989	C+1	G.O.P.
List of Passport Photos	1989	C+1	G.O.P.
Executive Meetings/Functions	1989	C+1	G.O.P.
Access Control Memos	1988	C+2	G.O.P.
Company Bulletins	1989	C+1	G.O.P.
Monthly Authorization Memos	1989	C+1	G.O.P.
Letters to Terminated Employee	1988	C+2	G.O.P.
Receptionist Weekly Schedules	1989	C+1	G.O.P.
P.M. Photo I.D. File	1990	CUR/PERM.	G.O.P.
Terminated Employees Photo	1980	PERM.	PERM.
Employees Files	1980	CUR/PERM.	PERM.
Conference Room Reservations	1990	CUR	G.O.P.
Security Update Files	1988	C+2	G.O.P.
Receptionists Cigarette Issuance Reports	1988	C+2	G.O.P.

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3. Please list all categories of business-related records currently maintained by personnel in your department in their desks, credenzas, work areas, homes, etc. Such records include daytimers, working copies of ongoing project files, drafts of reports, or other materials that are not part of a shared file. Provide the category, chronology, retention period, and how this retention period is determined. Make additional copies of this page if necessary.

CONVENIENCE FILES

<u>Category</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
Security Officers Handbook	Original	Perm.	Dept. Practice
Receptionists Daily Schedule	1989	C+1	G.O.P.
Vistitors Log	1989	C+1	G.O.P.
Receptionist Attendance Book	1986	PERM./CUR	G.O.P.
Weekly System Recap	1990	Weekly	G.O.P.

4. Exhibit C is a computer printout of all records or boxes your department has sent to QRSA, Iron Mountain, or Carlstadt. Please review this list for completeness and accuracy. From this printout, please determine what categories of records your department has stored at QRSA, Iron Mountain, or Carlstadt and list those categories below. If you know of other categories of records in storage not listed on Exhibit C, or if you store records in a different off-site facility, please provide the category, the location of the stored files, the approximate chronology, the retention period, and how this retention period is determined. Make additional copies of this page if necessary.

STORED CATEGORIES OF RECORDS

<u>Category</u>	<u>Location</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
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5. Please list all machine-readable or electronic categories of records maintained by your department, where the data are used or located (e.g., P.C., mainframe, floppy disks, etc.), the chronology, the retention period, and how the retention period is determined. Make additional copies of this page if necessary.

MACHINE-READABLE OR ELECTRONIC CATEGORIES OF RECORDS

<u>Category</u>	<u>Location/Type of Medium</u>	<u>Chronology</u>	<u>Retention Period</u>	<u>How Determined</u>
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6. State the number of employees in your department who maintain records to which the information provided in response to this questionnaire applies.

One

7. What laws, governmental regulations, etc., do you perceive as governing your departmental records or as requiring you to retain records?

None

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EXHIBIT A

<u>Category</u>	<u>Retention</u>
ADMINISTRATIVE	C+2
AFFIRMATIVE ACTION	C+2
APPLICATIONS/RESUMES	C+1
APPROPRIATIONS	C+2
ASSOCIATIONS & MEMBERSHIPS	C+1
— ATTENDANCE	C+1
BENEFITS	C+2
BIDS/QUOTATIONS	C+1
BILLS	C+1
BILLS OF LADING	C+1
BROCHURES	C+1
BUDGETS	C+1
BUILDINGS & GROUNDS	C+2
BULLETINS/POSTINGS/NOTICES	C+1
CALENDARS/DIARIES/DAYTIMERS	C+1
CAMPAIGNS/PROGRAMS/SPECIAL EVENTS/AWARDS	C+2
CAPITAL FORECASTS/CAPITAL EXPENDITURES	C+3
CHRONOLOGICAL FILES	C+2
COMMITTEES	C+2
COMPENSATION	C+2
COMPETITORS	C+2
COMPLAINTS	C+1
— CONFERENCES & SEMINARS	C+2
CONSULTANTS	C+2
- Cigarette orders	C+1

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<u>Category</u>	<u>Retention</u>
CONTRACTORS	C+2
CONTRACTS & AGREEMENTS	TER+6
CORRESPONDENCE	C+2
EQUIPMENT/MACHINERY	SUP
— EXPENSES	C+2
FINANCIAL REPORTS	C+1
FIVE YEAR PLANS	C+3
GOALS/OBJECTIVES/PLANNING	C+3
GOVERNMENT LAWS/REGULATIONS/AGENCIES	SUP
— INVOICES	C+1
JOB ORDERS	C+1
LEASES	TER
LEGAL/LITIGATION	C+2
LIBRARY/REFERENCE MATERIAL	SUP
LOSS PREVENTION	C+2
MAINTENANCE & HOUSEKEEPING	C+1
MANAGEMENT DEVELOPMENT	C+2
MANPOWER PLANNING	C+2
MANUALS	SUP
MAPS	SUP
- MEETINGS - Staff	C+1
MINORITY EXPENDITURES	C+3
MONETARY APPROVALS	SUP
ORGANIZATION PLANNING	C+2
ORGANIZATIONAL ANNOUNCEMENTS	C+1
≠ Monthly Computer memo's	C+2.

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<u>Category</u>	<u>Retention</u>
ORGANIZATIONAL CHARTS	SUP
PAYROLL	C+1
PERFORMANCE APPRAISALS	C+1
— PERSONNEL RECORDS/FILES/FOLDERS	TER
POLICIES & PROCEDURES	SUP
PRESENTATIONS & SPEECHES	C+2
PROCUREMENT/PURCHASING	C+1
PUBLICATIONS/NEWSLETTERS	C+2
— PURCHASE ORDERS/REQUISITIONS	C+1
QUALITY ASSURANCE REPORTS	C+1
RECEIVING TICKETS	C+1
SERVICE RECORDS	C+2
STANDARDS/SPECIFICATIONS	SUP
STANDING ORDERS	SUP
SUNDRY ORDERS	C+1
SURVEYS & STUDIES	C+2
TELEPHONE BILLS/REPORTS	C+1
TIME SHEETS	C+1
TRAINING & DEVELOPMENT	C+2
TRIP REPORTS	C+1
VACATION/HOLIDAY SCHEDULES	C+1
VENDORS	C+2
VISITS/TOURS/TRIPS	C+2
VOUCHERS	C+1